

House Environmental Matters Committee (ENV)
Delegate Maggie McIntosh, Chairman
Delegate James E. Malone, Vice Chairman

Witness Guidelines and Committee FAQ's

Witness Guidelines:

Public Hearings:

Public hearings will initially be scheduled on Tuesdays, Wednesdays, and Thursdays during the legislative session. Later in the session, some hearings may need to be scheduled on Mondays or Fridays to accommodate workload increases. Please monitor the General Assembly Hearing Schedule for scheduled hearings.

Most bills heard by the Environmental Matters Committee are individually assigned to the Committee. Certain bills may also be jointly assigned. Jointly assigned bills may be heard by both Committees in full – in which case they are generally held in the Joint Hearing Room, located in the Legislative Services building – or the secondary Committee may send three representatives to the primary Committee for a hearing.

All public bill hearings will be recorded and televised.

Testimony:

All written testimony (40 copies) must be submitted to the Committee staff in Room 251 at least one hour before the announced time of the public hearing. Printed materials will be distributed on the member's desks only by Committee staff. Materials submitted after the required time will be included in the permanent bill file, but will be distributed to Committee members as subsequent testimony, if received before the Committee vote. Additional copies will be required when a bill is jointly assigned with another Committee.

Oral testimony is conducted at the discretion of the Chairman. Time limits may be established to ensure that proponents and opponents have the opportunity to be heard. All witnesses must be signed-in before the hearing begins – no exceptions will be allowed. Proponents testify first, followed by proponents with amendments; opponents testify last.

The Chair requests that witnesses not repeat previously presented evidence and arguments. ("me too" testimony is appreciated.)

Note: Any individual requiring special assistance should call Kristen Harbeson at least 24 hours prior to the hearing at 410-841-3990.

Voting Records:

Copies of all recorded votes of the Environmental Matters Committee are available at the information desk in the Legislative Services Building, after the bill has been reported out of the committee. All other voting records are unofficial until sent to the House floor on a committee report. A copy of the recorded House floor votes can be obtained from the Chief Clerks Office in the State House and on the General Assembly website.

Bill Folders:

For each bill assigned to the Environmental Matters Committee, an individual folder is created which contains: a copy of the bill, a fiscal note, any amendments, written testimony submitted at the public hearings, a listing of witnesses who signed-up to testify, the

committees recorded vote, and the floor report (if voted out of Committee). Master committee folders are not allowed to be taken from the committee office, but copies can be made of the contents. The Committee keeps the 2 most recent years of bill folders; previous years folders can be found at the library in the Legislative Services Building.

Floor Reports:

Floor reports will be prepared for each bill that is reported favorable or favorable with amendments. The floor report contains a summary of the legislation, an explanation of any amendments, a description of the fiscal impact, and other background data.

For more information, please call the Environmental Matters Committee at 410-841-3990.